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20 August 1952

MEMORANDUM FOR: Recorder, Efficiency Awards Committee
Personnel Office

25X1A FROM: [REDACTED]
Administrative Assistant (GS-7)
DDA - Administrative Staff (S)
Room 1703-J Bldg.
SUBJECT: Uniform System of Numbering Mail Throughout CIA

1. In accordance with [REDACTED], I am submitting a suggestion which I feel may result in increased efficiency and better service in the handling of both incoming and outgoing mail.

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2. I have summarized this procedure, but should it be deemed worthy of consideration, I could submit a memorandum amplifying it and pointing out the excellent results I have observed in offices in CIA where I have installed this system.

3. Briefly:

a. Prefix by office symbol and incorporate date into number assigned by registry clerk in each office. for example:

DD/A 0818001 -- Received in or transmitted from the office of the DDA on 18 August; first log entry on that date.

ER 1201020 -- Received in or transmitted from the Executive Registry on 1 December. Twentieth log entry on that day.

(This provides each office with a record in the log of the date mail is received or transmitted)

b. This number is entered on Courier's Classified Receipt, form no. 35-16 (if courier service is used) providing a complete tie with the office log. When checking the whereabouts of a document, the number on the log will provide easy access to courier receipts which are filed numerically.

c. Each office through which a document passes would enter its symbol and number on the cover sheet in order to indicate through what offices the document has passed and on what dates it was received.

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